

City of Chattanooga, TN
Personnel Class Specification

Class code 0772

FLSA: Non-Exempt

CLASSIFICATION TITLE: TRAFFIC SYSTEMS TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work functions associated with traffic problem investigation, traffic engineering data collection/analysis, and maintenance of department computer systems.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Conducts site investigations on traffic problems reported by the public, community organizations, city council, other departments, or other individuals; researches accident records, previously installed traffic control devices, and previous complaints; analyzes collected data.

Determines appropriate actions to correct hazardous or faulty conditions.

Designs and lays out traffic signing, pavement markings, and other related traffic control devices.

Prepares work orders and plans for installation of various traffic control devices; supervises implementation of work orders; monitors status of work in progress and inspects completed projects.

Conducts traffic engineering field studies for the city; compiles data; prescribes oral/written reports of conclusions.

Oversees administration and supervision of division computer network system; designs, implements, and manages information system databases; diagnoses and troubleshoots hardware/software problems; installs, replaces, and upgrades hardware and software; designs new programs to accomplish department tasks; provides training and technical support to system users.

Develops purchase/maintenance specifications for personal computers, software, hardware, and other devices used by the department; prepares detailed cost estimates; initiates requisitions for equipment to be purchased; monitors computer-related expenditures by the department.

Responds to complaints and questions related to traffic flow and parking problems; provides information, researches problems, and initiates problem resolution; discusses traffic problems with citizens and other individuals in the office, in the field, or by telephone.

Monitors city streets to identify irregular signage, pavement/markings in need of maintenance, or other situations requiring correction.

Maintains records of department activities.

Collects collision diagrams for locations incurring a high rate of accidents.

Prepares or completes various forms, reports, correspondence, traffic problem reports, traffic studies, work orders, diagrams, proposals, product reports, billing statements, or other documents.

Receives various forms, reports, correspondence, complaint forms, traffic problem reports, traffic studies/counts, accident reports, production reports, cost estimates, maps, drawings, diagrams, codes, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, traffic control, computer-aided design (CAD), geographical information system (GIS), desktop publishing, scanning, Internet, e-mail, or other software programs.

Communicates with supervisor, employees, city council, other departments, community organizations, the public, vendors, technical service providers, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings; serves on committees as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Copies and distributes drawings, forms, reports, correspondence, and other related materials.

Initiates/receives facsimile transmission of documents.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in computer science and engineering/traffic engineering; supplemented by five (5) years previous experience and/or training that includes computer system administration, networking systems, hardware/software installation, computer maintenance/repair, traffic control, and traffic engineering; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, machinery, electric currents, traffic hazards, or bright/dim light.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.